Exhibitors Policies & Guiding Principles
University of Toronto Mississauga

The policies and guidelines contained within this document are intended by the University of Toronto Mississauga Career Centre to give notice regarding the governing rules and regulations that are associated with our career fairs to those interested applicants and exhibitors who wish to take part in these events. The fairs that our office plans throughout the year are meant to serve the interests of our students and therefore we must ensure that all exhibitors who contribute understand the underlying principles for participation.

The following policies will apply to exhibitors who wish to register for a fair taking place at University of Toronto Mississauga.

Get Experience Fair

- Attendance for Get Experience Fair at the University of Toronto Mississauga is intended for organizations wishing to promote volunteer, internship, and paid part time opportunities on and off campus.
- Priority placement is given to organizations engaged in direct hiring of students. Pending space availability, we may give consideration to third-party recruiters, under the condition that they disclose the organization name they are recruiting for and post the opportunities on the Career & Co-Curricular Learning Network (CLNx) at clnx.utoronto.ca.

Graduate and Professional Schools Fair

- Graduate and Professional Schools Fair at the University of Toronto Mississauga is intended for universities and colleges wishing to recruit new student applicants. Preference is given to publically funded educational institutions whose programs lead directly to the achievement of a graduate or a professional degree, or a diploma.
- We balance the variety of exhibitors based on student needs and feedback. Some of the factors taken into consideration for registration include diversity by academic program, geographic location, accreditation by MTCU or equivalent, and OSAP-eligibility, among others.
- Due to limited space availability, we will consider the registration of private schools and third party consulting firms that offer advice to students wishing to pursue graduate studies on a case by case basis.
- There is a fee associated with attending Graduate and Professional Schools Fair.
Get Hired: Summer and Full-Time Job Fair

- Attendance for Get Hired: Summer and Full-Time Job Fair at the University of Toronto Mississauga is intended for organizations wishing to promote paid full-time, contract, and summer opportunities to students and recent graduates.
- Priority placement is given to organizations engaged in direct hiring of students. Pending space availability, we may give consideration to third-party recruiters, under the condition that they disclose the organization name they are recruiting for and post the opportunities on the Career & Co-Curricular Learning Network (CLNx) at clnx.utoronto.ca.
- Booth space for employers offering entrepreneurial opportunities is limited.
- There is a fee associated with attending Get Hired: Summer and Full-Time Job Fair.

General Rules and Regulations

Registration Process

- Registration for the Fairs must be completed on the Career & Co-Curricular Learning Network (CLNx) at clnx.utoronto.ca. There is a two-step registration process for all fairs.
  - Step one: Request participation by completing the online request form through a link sent by a member of the UTM Career Centre team.
  - Step two: Receiving an email from the UTM Career Centre confirming your registration with next steps.
- Both steps must be met in order to secure a spot. Given the popularity of our events, there are space limitations, and we cannot offer an “open” registration system.
- Please note that the registration process is not by first come, first served basis. We balance the variety of exhibitors based on student needs and feedback (e.g. diversity of exhibitors, industry, types of roles, academic programs, location, etc.).

What is Included in the Registration

- The chance to promote your organization and opportunities in person to 800-2000 attendees
- Online promotion with a link to your organization’s website for one calendar year
- One parking permit for the day of the fair
- Two chairs and a 6-foot long table with a white tablecloth for the day of the fair; exhibitors may bring and use their own tablecloth
- Morning coffee/tea and a light lunch for the day of the fair

Cancellation Policy

- Get Experience Fair: If you need to cancel your reservation, please provide at least five business days’ notice, otherwise a cancellation fee will apply. No shows will be charged the same cancellation fee.
- Graduate and Professional Schools Fair or Get Hired: Summer and Full-Time Job Fair: If you need to cancel your reservation, please provide at least five business days’ notice, otherwise full payment will be required. No shows will be charged the same cancellation fee.
Other Rules and Regulations

- We ask that you limit the number of representatives to two.
- Exhibitors are expected to arrive no later than 30 minutes before the scheduled start time of the fair, and it is presumed that they remain for the entire duration of the fair.
- Exhibitor tables are pre-assigned according to the floor plan and cannot be moved.
- Display materials should be arranged at your booth in such a manner as to not obstruct sight lines of your neighboring tables. Due to safety regulations, pull up posters and retractable banners exceeding six feet in height must remain placed on the floor behind your table at all times and cannot be propped up on the exhibitor tables. Your displays may be no wider than six feet.
- Please note that the fair venue does not have accessible electrical outlets. We encourage exhibitors to come prepared with charged electrical devices or bring enough copies of promotional materials.
- While we do provide guest access to wifi, due to the location of the venue, we cannot guarantee connectivity or that you will be able to connect consistently throughout the event.
- Exhibitors who represent affiliated companies that are already attending the fair (i.e. sister companies) will be restricted to a maximum of one booth per fair.
- Franchises are strictly prohibited at our fairs; there will be no investments on part of the students associated with the services exhibitors are promoting.
- The promotion of selling products and/or services is not permitted.

Legal & Policy Context

The Centres operate within a legislative and policy framework that safeguards the interests of the institution, our students and our employer partners. Our practice is governed by adherence to:

- Ontario Employment Standards Act
- Ontario Human Rights Commission
- Canadian Association of Career Educators & Employers (CACEE) Guidelines for Ethical Recruitment
- Ontario’s Freedom of Information and Privacy Act (FIPPA)
- University of Toronto’s standards for academic integrity
- We require all internship postings comply with the Ontario Ministry of Labour Guidelines.

The University of Toronto Career Centres are a founding member of the Canadian Association of Career Educators and Employers (CACEE) and follow the CACEE Standards of Practice. CACEE is a national, non-profit association dedicated to facilitating the process of introducing students to employment opportunities. As a partnership of employer recruiters and career educators, its mission is to provide authoritative information, advice, and services to employers, students, and career centre personnel in the areas of career planning and student recruitment. For more information, visit the CACEE website.